



State of California-Health and Human Services Agency  
Department of Health Services



ARNOLD SCHWARZENEGGER  
Governor

June 15, 2004

CMS Information Notice No: 04-05

To: ALL COUNTY CALIFORNIA CHILDREN'S SERVICES (CCS)  
ADMINISTRATORS, CHILD HEALTH AND DISABILITY PREVENTION  
(CHDP) PROGRAM DIRECTORS, DEPUTY DIRECTORS, MEDICAL  
CONSULTANTS, STATE CHILDREN'S MEDICAL SERVICES (CMS)  
BRANCH STAFF AND REGIONAL OFFICE STAFF

Subject: CMS PLAN AND FISCAL GUIDELINES MANUAL – FISCAL YEAR (FY)  
2004-05

The purpose of this Notice is to inform you that the CMS Plan and Fiscal Guidelines Manual (PFGM) for FY 2004-05 is now available on the CMS website. Local programs may download all sections of the manual at [www.dhs.ca.gov/pcfh/cms/onlinearchive/pdf/cms/informationnotices/2004/cmsin0405/cmsin0405.htm](http://www.dhs.ca.gov/pcfh/cms/onlinearchive/pdf/cms/informationnotices/2004/cmsin0405/cmsin0405.htm). To access forms for the budgets, plan submission, quarterly administrative expenditure invoicing, and data collection, as well as templates for the Memorandum of Understanding and the Interagency Agreement go to [www.dhs.ca.gov/pcfh/cms/pfg.htm](http://www.dhs.ca.gov/pcfh/cms/pfg.htm).

A "bookmark", which is similar to a table of contents, is on the left-hand side of the screen. You can move from section to section, or sub-section to subsection, by clicking on the desired headings in the bookmark. To open or close the bookmark, simply click once on the vertical **BOOKMARK** tab.

Each section has been edited since the PFGM was last issued in its entirety in FY 2002-03. The number of sections in the manual has been reduced to 12 as a result of incorporating the program description and plan requirements of the Health Care Program for Children in Foster Care (HCPFC) into the PFGM along with those for CCS and CHDP.

Section 6 has been reorganized. CMS Budget Instructions and Budget Tips have been expanded, and updated CHDP budget forms now contain an Issue Number that appears in the upper right hand corner of the worksheets. The Issue Number is a single digit number which is assigned to revised worksheets in an effort to alleviate confusion as to which worksheet is to be submitted in a particular fiscal year. Also, the CHDP base allocation table and the CHDP Staffing Matrix Profile Guidelines have been included.

**Your CMS Plan and Budget package is due August 16, 2004.** Please submit one original and three copies to your CMS Regional Administrative Consultant/Analyst. **As a reminder, all pages in the submitted plan must be numbered and dated.** Reporting on Performance Measures in Section 3 is due to the CMS Regional Office by November 30, 2004. Please also submit one original and three copies of the Performance Measures report to your CMS Regional Administrative Consultant/Analyst.

Individual CHDP, HCPCFC, and CCS budgets will be approved when all required documents have been submitted and reviewed by appropriate regional staff. The Certification Statement and Interagency Agreement may be sent under separate cover after other documents have been submitted. Fourth quarter invoices will not be paid until all required documents have been submitted, reviewed, and approved. If you have questions about completing your plan and budget, please contact your Regional Nurse Consultant or Administrative Consultant/Analyst.

**Original signed by Marian Dalsey, M.D., M.P.H.**

Marian Dalsey, M.D., M.P.H., Acting Chief  
Children's Medical Services Branch